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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 40-1

11 April 1952

SUBJECT: ESTABLISHMENT OF POLICY, RESPONSIBILITIES, AND PROCEDURES  
FOR SUPPLY AND SERVICES SECTION, SUPPORT STAFF

1. The requisitioning or coordination of requisitioning, for the Office of Training of all equipment, services, supplies procured through CIA facilities, other Government sources, or non-Government sources, except as otherwise specified, will be performed by the Services and Supply Section, Support Staff, OTR.

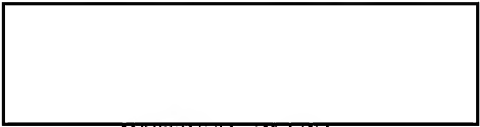
2. RESPONSIBILITIES

The Chief, Supply and Services Section, will be responsible for:

- a. The formulation of procedures and the execution of policies established for the Supply and Services Section.
- b. The compilation of estimated tables of equipment and supplies for units and projects of OTR.
- c. The ascertaining of space requirements and the coordination of requests for assignment and equipping of space.
- d. The provision and coordination of transportation and travel services for the Office of Training.
- e. The development and use of a suspense system to assure timely follow-up actions on pending requests.

3. PROCEDURES

- a. Requests for services and supplies may be made directly to the Supply and Services Section either orally or by memorandum. Depending upon the nature and scope of the request, the Chief, Supply and Services Section, is authorized to require whatever official approval is necessary.
- b. Procedures concerning specific supply and services items will be covered by separate OTR Regulations.

  
MATTHEW BAIRD  
Director of Training

Distribution: ALL OTR PERSONNEL

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2 June 1955

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SUBJECT: Vital Materials Program

REFERENCE: CIA Regulation Number [redacted] *rescinded by* [redacted] dated 14 July 1951 *11 Dec*

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RESCISSION: OTR Notice 20-53, dated 4 August 1953

### 1. GENERAL

Referenced regulation established a Vital Materials Program within CIA. Documents, books, papers, maps, etc., that are considered vital are to be identified and transferred to a repository for safe-keeping. Within OTR, the program will be administered by the Area Records Officer.

### 2. VITAL MATERIALS

Vital materials are defined as those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.

### 3. RESPONSIBILITIES

- a. Each Staff and School Chief will designate a senior officer to be responsible for carrying out the program in his component. The names of the designees will be given to the Area Records Officer, OTR.
- b. Designated officers will establish a program within their components to:
  - (1) Develop criteria for identifying vital materials.
  - (2) Review materials in their possession to identify those which are vital.
  - (3) Assure that copies of vital materials are marked as such and transmitted to the Area Records Officer as they are produced.
  - (4) Prepare a schedule of any vital materials regularly produced by their components.

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c. The Area Records Officer will:

- (1) Advise Staff and School Chiefs and their designees in the identification of vital materials.
- (2) Compile and submit to the CIA Vital Materials Officer a general schedule of OTR vital materials.
- (3) Coordinate reproduction of copies of documents where necessary.
- (4) Transmit vital materials to the repository.
- (5) Maintain necessary records of OTR materials placed in the repository.
- (6) Periodically review the program to assure that materials are placed in the repository on a current basis.



MATTHEW BAIRD  
Director of Training

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Distribution: All OTR Personnel

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